

Dear Bidder:

Macomb County invites you to bid on providing Fair Housing Services for the Department of Planning and Economic Development Macomb County per attached specifications.

Sealed RFP's will be accepted by the Macomb County Purchasing Office, 13<sup>th</sup> Floor, County Building, 10 North Main Street, Mt. Clemens, Michigan 48043 until 2:00 p.m. EST., Friday, July 2, 2004 at which time bids will be publicly opened and read aloud.

All bids are to be sealed and marked: **SEALED BID ITEM 20 – 04 Fair Housing Services.** **One (1) original and one (1) copy of the bid are required.**

Proposals shall remain firm for a period of one hundred eighty (180) days after official opening of bids.

RIGHT TO REJECT: The County of Macomb reserves the right to reject any or all offers in whole or in part and to waive any informalities therein, or accept any offer it may deem in the best interest of the County.

Very truly yours,

Polly A. Helzer  
Purchasing Manager

PAH:jrm

**Department of  
Planning and Economic Development  
Macomb County**

**Request for Proposal**



**June 2004**

**Bid Item 20 – 04**

**Fair Housing Services**

# **Department of Planning and Economic Development**

## **Request for Proposal**

### **BID ITEM 20 – 04**

## **Fair Housing Services**

### **Index**

<b>Section 1</b>	<b>Introduction and Background</b>
<b>Section 2</b>	<b>Instructions /Terms and Conditions</b>
<b>Section 3</b>	<b>Scope of Requested Services</b>
<b>Section 4</b>	<b>Project Deliverables &amp; Outcomes/Technical Requirements</b>
<b>Section 5</b>	<b>Bidder Questionnaire / Pricing / Signature Page</b>

**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**SECTION 1 – INTRODUCTION AND BACKGROUND**

The Macomb County Department of Planning & Economic Development Community Development Services Division (CDS) was established to administer Housing and Community Development programs within the Macomb Urban County jurisdiction. It currently administers the Federally-funded Community Development Block Grant and the Federally-funded Homeowner Investment Partnerships Action (HOME) Program. Combined, they provide over \$2.5 million annually to residents in that jurisdiction. Both of these programs are governed by Federal statutes and implementing regulations, including requirements to ensure that housing is provided in a fair and open manner to everyone.

In order to assure that Fair Housing requirements are achieved, the Macomb County Board of Commissioners directed CDS to obtain expert services in this field. One individual or firm will be selected to provide the following services for the time period between ***August 15, 2004 and August 14, 2005***:

The successful bidder will have extensive fair housing knowledge and be experienced in delivering fair housing services to individuals and organizations. The successful bidder should also have at least a general familiarity with social and economic conditions within Macomb County, and be able to link them with prevailing conditions in the Detroit metropolitan area.

PROPOSAL: FAIR HOUSING SERVICES

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY

**SECTION 2 - INSTRUCTIONS**

**2.1 Definitions.**

*Bidder* - refers to all respondents to this RFP.

*Contractor* - refers to the successful bidder who is awarded the contract and contracts with the County of Macomb to provide the work described in this document

**2.2 Proposal Submission. Please submit responses to the Request for Proposals (RFP's) to:**

Macomb County Purchasing  
Attn: Ms. Polly Helzer  
10 North Main Street, 13<sup>th</sup> Floor  
Mt. Clemens, MI 48043  
RE: FAIR HOUSING SERVICES  
Bid Item 20-04

**Solicitation Deadline: 2:00 p.m. Friday, July 2, 2004**

**2.3 Responses to the RFP must arrive at the above listed address no later than 2:00 PM on the date specified above to be considered for award.**

2.4 One (1) original and one (1) copy of the response to each of the RFP's must be furnished on or before the deadline. Responses will be retained as property of the procuring activity.

2.5 Proposals must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after the RFP responses are opened.

2.6 The responses to this RFP must contain an original signature of an authorized representative of the responding firm.

2.7 The County of Macomb is not liable for any costs incurred by any respondent prior to the issuance of an executed contract. Additional charges and costs submitted, at any point after Proposal award is unacceptable. Bidder will retain all risks in pricing, including mathematical calculations and judgement.

2.8 ***Bid Opening.*** Responses to the RFP received prior to the time of opening will be secured unopened. RFP responses will be opened by the County of Macomb office at the specified time and no Proposals received thereafter will be considered.

**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**SECTION 2 - INSTRUCTIONS**

- 2.8 (Bid Opening Continued) - Responses received after the scheduled receipt time will be marked "TOO LATE" and will be returned unopened to the respondent.
- 2.9 The County of Macomb will not be responsible for the premature opening of an RFP response not properly addressed as identified in paragraph 2.2 above on the outside of the envelope. Failure of a bidder to properly address an RFP response may classify the entire response as "non-responsive".
- 2.10 ***Final Award/Contract.*** This RFP and bidder's response will become part of the contract document. The intent of this RFP document is to include all items necessary for proper execution and completion of the work.
- 2.11 ***Contract Award Basis.*** A contract will be awarded to the responsible bidder whose Proposal represents the combination of technical merit and cost most advantageous to the County of Macomb. Bidders are advised that the County of Macomb may make award to other than the low cost bidder. The County of Macomb reserves the right to determine which Proposal demonstrates the requisite competence and offers the greatest value.
- 2.12 The County of Macomb reserves the right to accept or reject any or all RFPs and to waive any irregularities in the best interest of the County of Macomb.
- 2.13 ***Questions.*** Questions concerning Request for Proposal interpretation should be directed in writing to the following person listed below. Bidder may fax, mail or e-mail a written request with questions to:

**Bid Process and/or Technical Requirements**

**Ms. Polly Helzer**

**Macomb County Purchasing,**

**13<sup>th</sup> Floor**

**10 North Main Street**

**Mt. Clemens, MI 48043**

**Fax: (586) 469-6612**

**Email: Janet.martin@macombcountymi.gov**

**All questions must be submitted in writing, phone calls will not be accepted. All bidders will be provided a copy of the written response, including the question and the County's response.**

**Deadline for bidder questions is 5 PM, Wednesday, June 23, 2004.**

PROPOSAL: FAIR HOUSING SERVICES

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY

**SECTION 2 – INSTRUCTIONS**

- 2.14 ***Offer Period.*** All Proposals shall remain firm for a period of one hundred and eighty (180) days after official opening of the Proposals.
- 2.15 ***Publication.*** The successful bidder (contractor) shall not, without first obtaining the written consent of the Purchasing Manager, in any manner, advertise or publish the fact that bidder has contracted to furnish the County of Macomb with the material ordered.
- 2.16 ***Timeframes.*** The bidder agrees to deliver the services within the timeframes as described in Section 3. The proposal must be responsive to each item identified in Section 3. Unresponsive proposals will be disqualified. Please note that attachments may be provided, but only if and where requested.

**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**SECTION 3 – SCOPE OF REQUESTED SERVICES**

The specific services requested are as follows:

1. fair housing counseling, (e.g. receiving complaints, and investigating and resolving them) on behalf of citizens or potential citizens of Macomb County communities.
2. general information and referral services for all housing related issues, including:
  - a. landlord tenant disputes;
  - b. home-seeker assistance and emergency housing needs; and
  - c. home purchase and mortgage default issues.
3. general advice and counsel concerning fair housing issues to Macomb County officials and/or citizens of Macomb County CDBG communities and groups wishing to promote and encourage fair and equal housing opportunities.
4. fair housing public information services, including making presentations and speaking services to Macomb County and/or groups in Macomb Urban County communities.
5. a detailed Final Report to CDS, concerning the services provided under the contract, including a description of actions taken in relation to any complaints of unlawful housing discrimination involving residents and/or properties located in Macomb County CDBG communities.

These services would be supplied either through direct contact with Macomb County residents or potential residents of Macomb County; or at the request of Macomb County officials.



**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**SECTION 4 – PROJECT DELIVERABLES AND OUTCOMES**

- accurate, timely, and useable advice concerning fair housing concerns to current and potential residents of Macomb County. The number of contacts will be detailed in the final annual report described below.
- accurate, useful and timely advice to Macomb County officials, and to the officials of communities participating in the Macomb Urban County jurisdiction, and to non-governmental organizations concerned with fair housing. The number of contacts will be detailed in the final annual report described below.
- a detailed final report which details all services, including inquiries and complaints, public meetings and other presentations made by the contractor in accordance with the contract made with CDS, pursuant to this Request for Proposals. That report will be submitted within 30 days of the end of the contract period.

**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**SECTION 5**

**BIDDER'S QUESTIONNAIRE / PRICING / SIGNATURE PAGE**

**Bidder's Questionnaire**

This document is used to determine the potential suitability of a proposal for funding consideration. The review process will be based on information collected in this questionnaire. CDS reserves the right to contact the bidder to collect additional information should it be necessary to do so.

**1. Identifying Information**

Name of Bidder/Firm \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Principal/Owner (if a firm): \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Is bidder a(n)... \_\_\_\_\_ individual \_\_\_\_\_ partnership \_\_\_\_\_ corporation

The state where incorporated, if applicable: \_\_\_\_\_

List all officers (including address and phone number) if applicable:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**Section 5 - Bidder's Questionnaire (continued)**

Is the owner, partner, stockholders, or employees of the company or institution completing this bid associated with, or have any family members serving on the Macomb County Department of Planning and Economic Development, Planning Commission, or on the Macomb County Board of Commissioners? If yes, name the affected individual(s). \_\_\_\_\_

---

---

---

---

**2. Ability to Provide the Solicited Service:**

A. Bidder's credentials: (Educational background, prior work history etc.) \_\_\_\_\_

---

---

---

---

---

B. Evidence of qualification and capability to counsel individuals in fair housing matters.

---

---

---

---

---

C. Evidence of qualification and capability to advise municipal officials and organizational representatives in fair housing matters. \_\_\_\_\_

---

---

---

---

**PROPOSAL: FAIR HOUSING SERVICES**

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY**

**Section 5 - Bidder's Questionnaire (continued)**

D. Identify previous performance on similar projects and their outcomes.

<b>DATES OF SERVICE</b>	<b>CLIENT, CONTACT &amp; PHONE NUMBER</b>	<b>SERVICES PROVIDED</b>

E. Describe your proposed methodology for implementing the services to be provided. Include any additional features that your organization would add to those previously described in this announcement.

---

---

---

---

---

---

---

---

**PRICING**

3. Price: \$ \_\_\_\_\_

Will you use non-contract resources for this contract? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain nature and amount if yes. \_\_\_\_\_

---

---

---

---

**PROPOSAL: FAIR HOUSING SERVICES****DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT MACOMB COUNTY****SECTION 5 – SIGNATURE PAGE**

I certify that this proposal constitutes a firm offer to undertake the work as described above, starting on August 15, 2004 and ending on August 14, 2005. I further certify that complete and accurate records documenting all work performed, justifying all expenses, and capable of being easily audited to the point of origin, will be maintained. These records will be available to the County of Macomb, HUD, the State of Michigan, and to the interested public. Finally, I certify that I have read and understand the specifications detailed previously.

NOTE: The individual who signs this proposal must be authorized to do so by the organization under whose sponsorship this bid has been submitted.

Authorized Signature: \_\_\_\_\_

Name (Printed or Typed) \_\_\_\_\_

Name of Organization and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and E-Mail: \_\_\_\_\_

Should another person be authorized to sign contracts as a result of this bid, please indicate below:

Name/Title of Authorized Individual: \_\_\_\_\_

Signature of Authorized Individual: \_\_\_\_\_

Limitations: This questionnaire does not commit Macomb County CDS to award a contract, to pay any costs incurred in the preparation of this proposal, or to procure or contract with the bidder for any supplies or services. The Macomb County CDS reserves the right to accept or reject any or all proposals in whole or in part, if it is in CDS's best interest to do so.

